

DMVA Delegation of Purchasing Authority

(For current copy of this form contact the Department of Military and Veterans Affairs Procurement Officer.)

Name:	PCN:
Title:	Section:
Division:	
Location:	

This memorandum delegates you specific authority to execute procurement or property actions as identified below. This authority cannot be sub-delegated. You are expected to use sound judgment when obligating State funds or using State property, following all appropriate statutes, regulations, policies and procedures related to the exercise of this authority.

Procurement Certification and Training--

Individual purchasing authority is subject to obtaining training and maintaining certification per Department of Administration guidelines at one of the following levels for the procurement of goods and services. The employee is, or will be trained and certified at the following level. (Check one as appropriate)

Level I Training and Certification \$0 - \$10,000	Level 2 Training and Certification \$10,001 to \$100,000	Level 3 Training and Certification \$100,001 or more
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Purchasing Authority -

Unless specifically granted by statutes, regulations, or this delegation of authority, agreements for the expenditure of funds greater than \$5,000 must be routed through the Division of Administrative Services Procurement Section for solicitation, review, or approval in accordance with DMVA Policies and Procedures.

This individual is hereby granted specific purchasing authority less than or equal to the limits noted:

- \$_____ One Card transactions (NTE One Card transaction limit)
- \$_____ Solicit and make purchases NTE \$10,000. This includes exempt procurements. (NOTE: Procurement Section is exempt from the \$5,000 limit.)
- \$_____ Place orders from existing statewide contracts per contract terms (limit will be set by the division directors but will not exceed \$100,000) (NOTE: Agencies must provide the procurement office with a copy of all orders used to make purchases against existing Statewide contracts.)
- \$_____ Place orders from existing Department contracts per contract terms. (NOTE: Procurement and AMYA supply personnel only)
- \$_____ Make emergency purchases per AS 36.30, 2 AAC 12, and AAM 81 (limit as needed, NTE 100,000. Procurement personnel are exempt from the NTE limit) (NOTE: Emergency procurements may be made when there is an existing threat to public health, welfare or safety and when procurement through competitive sealed bidding or competitive sealed proposals is impracticable or contrary to public interest or to protect public or private property. A written determination by the Chief Procurement Officer must be made prior to responding to the emergency, except for when action must be taken in less than 72 hours.)

Signatures

Director	Date	Employee	Date
Commissioner/DAS Director			Date

Explanation of Purchasing Authorities

NOTE: All personnel who have a purchasing delegation will have Level 1 procurement certification training or higher.

One Card transactions (NTE One Card transaction limit).

The division director will decide the specific purchasing limits for each individual that will be authorized the use of a one card. This limit must match the original single purchase limit set on the cardholder usage agreement and will not exceed the individuals purchasing certification level.

Solicit and make purchases NTE \$10,000.

Limits will be set by the division director, but will not exceed \$10,000 or the individuals purchasing certification level. This includes exempt procurements. For purchases over \$10,000, submit a PR to procurement.

Place orders from existing Statewide contracts per contract terms (limit as needed) (NOTE: Agencies must provide the procurement office with a copy of the order used to make purchases against existing Statewide contracts.)

Limits will set by the division director but will not exceed \$100,000.

Place orders from existing Department contracts per contract terms.

Purchases from existing Department contracts will ONLY be made by procurement personnel and AMYA supply technicians .

Make emergency purchases per AS 36.30, 2 AAC 12, and AAM 81 (limit as needed). (NOTE: Emergency procurements may be made when there is an existing threat to public health, welfare or safety and when procurement through competitive sealed bidding or competitive sealed proposals is impracticable or contrary to public interest or to protect public or private property. A written determination by the Chief Procurement Officer must be made prior to responding to the emergency, except for when action must be taken in less than 72 hours.)

Limits will be set by the division director, but will not exceed \$100,000 or the individuals purchasing certification level. If practical, approval by the head of the Department or his/her designee must be obtained prior to an emergency procurement of \$100,000 or more is made. (NOTE: The procurement section is exempt from the \$100,000 limit)

One Card Alaska Credit Card Program Cardholder Usage Agreement

The State of Alaska (State) has contracted with U.S. Bank National Association ND for the One Card Alaska program credit card payment services. U.S. Bank issues commercial credit accounts through Visa. These credit accounts are corporate liability and all amounts charged are paid directly by the State. Each employee issued a One Card Alaska Visa credit card (Card) must be familiar with State policies contained in the Alaska Administrative Manual (AAM) section 38 governing use of the Card and must concur with the terms of this Cardholder agreement prior to receiving a Card.

Please read and sign this Cardholder usage agreement. By signing this document, you explicitly agree to use your Card in accordance with the following terms and conditions:

1. A Card is being issued to me solely because of my relationship with the State. I understand the Card is the property of the State. I agree to use the Card only for my State-authorized purchases as indicated below:
_____ (a) For purchases in accordance with State procurement policies (AAM 81 and 82), department procurement policies, and any federal requirements. **Optional: Original Single Purchase Limit** _____
_____ (b) For business travel expenses in accordance with State travel policies (AAM 60t and 60m). **Optional: Original Single Purchase Limit** _____
2. I agree to comply with AAM requirements to promptly submit to administrative staff all receipts, invoices, and documentation for purchases made with the Card.
3. I understand use of this Card for charges other than State-authorized purchases or travel expenses represents misuse of the Card. I will ensure the Card is in my possession or secured at all times to prevent theft of the Card and consequential fraudulent charges. If my Card is lost or stolen, I will immediately report this to my agency card administrator.
4. I understand that misuse of this Card may result in, but is not limited to, revocation of purchasing authority, revocation of the Card, and discipline up to and including dismissal in accordance with applicable collective bargaining agreements. I understand that misuse of the Card may constitute a violation of the Alaska Executive Branch Ethics Act, which may result in civil penalties of up to \$5,000. In addition, I understand that unauthorized use of a card for personal purposes is theft under AS 11.46, and if the amount is over \$500, I may be subject to felony prosecution.
5. I understand the State will take such action as it deems necessary to recover: 1) Any improper amounts charged, 2) Late fees, 3) Legal fees, and 4) Any other expenses incurred by the State as a result of my misuse of the Card. Such action includes withholding from my paycheck the amount of any improper charges and resulting expenses.
6. I understand every amount billed to the Card is considered a matter of public record, and, consequently, may be disclosed to the public, the news media, and/or other requesting parties.
7. I will promptly destroy the Card when instructed to do so by the State agency that issued the Card, upon transfer to another State agency, or upon termination of employment.

By signing this agreement, I acknowledge that I fully understand the obligations and conditions of State Card use, and agree to adhere to policy provisions contained herein by reference and contained in AAM 38.

Cardholder's Signature

Cardholder's Employee ID or other ID

Cardholder's Printed Legal Name with Middle Initial

Department/Division

Date Signed

Cardholder's Work Phone Number

I approve this card request in accordance with AAM 38.300.

Supervisor, Manager or Division Director Signature

Authorizing Individual's Printed Name

Date Signed

Authorizing Individual's Title

I acknowledge receipt of this signed cardholder usage agreement form.

Department Program Administrator Signature

Department Program Administrator's Printed Name

Date Received

Department Program Administrator's Title